



**DETROIT  
TRANSPORTATION  
CORPORATION**

**DETROIT PEOPLE MOVER  
DETROIT TRANSIT POLICE**

## DETROIT TRANSPORTATION CORPORATION

### BOARD OF DIRECTORS MEETING

THURSDAY, JANUARY 25, 2024

4:00 P.M.

Join Zoom Meeting

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**DTC BOARD OF DIRECTORS MEETING MINUTES  
HELD ON DECEMBER 12, 2023 AT 3:00 P.M.**

<b>BOARD PRESENT:</b>	Secretary / Treasurer Mr. John Naglick Mr. Luke Polcyn Mr. Michael Staley
<b>BOARD MEMBER(S) ABSENT:</b>	Hon. Mary Sheffield Comm. Abdul Haidous
<b>DETROIT TRANSPORTATION CORPORATION:</b>	Mr. Robert Cramer, General Mgr. Mr. Ernest Latham, Jr., Deputy GM Ms. Ericka Alexander Mr. Michael Anderson, Jr. Cf. Ricky Brown Ms. Ophelia Crawford Ms. Pamela Day Ms. Karen Foster Mr. Herbert Harris Dep. Chief William Hart Mr. Curt Knudsen Ms. LaTrinda Perry Mr. Mark Pitchford Mr. Marcus Scott Mr. Desmond Simmons Ms. Leeya Sutter Mr. Christopher Thomas Ms. Madonna Van Fossen Mr. Tony Vinson Ms. Gwen Wallace Mr. Mike Walter
<b>OTHER ATTENDEES:</b>	Attorney Michael VanOverbeke, Esq. Mr. Mike Borashko Ponce D. Clay, Esq. Ms. Hannah Mathers Mr. Colin Handzinski Mr. Joshua Salazar

**Meeting Called to Order/Opening Remarks**

Secretary/Treasurer John Naglick called the meeting of the Detroit Transportation Corporation Board of Directors to order at approximately 3:05 p.m.

Roll Call was presented by Mr. Robert Cramer. A quorum was present with the following members in attendance: Secretary/Treasurer, Mr. John Naglick, Mr. Michael Staley, and Mr. Luke Polcyn.

## 1. Approval of the Agenda

**MOTION:** Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley, to adopt the amended agenda.

**VOTE:** All in attendance voted to approve the agenda.

## 2. Approval of Minutes – October 24, 2023

**MOTION:** Moved by Mr. Luke Polcyn, and supported by Mr. Michael Staley to adopt the Minutes for the Board of Directors meeting held on October 24, 2023.

**VOTE:** All in attendance voted in the affirmative.

### Action Items

#### 3. Proposed Dates for 2024 DTC Board of Directors Meetings

**MOTION:** Moved by Mr. Luke Polcyn and supported by Mr. Mikel Oglesby that the proposed DTC Board of Directors meeting dates for 2023 as listed below, be adopted

January 25, 2024  
February 22, 2024  
March 28, 2024  
April 25, 2024  
May 23, 2024  
June 27, 2024  
July 25, 2024  
August 22, 2024  
September 26, 2024  
October 24, 2024  
November 21, 2024  
December 19, 2024

**VOTE:** All in attendance voted in the affirmative.

#### 4. Amendment to DTC Pension Plan to Allow Part-Time Re-Employment

**MOTION:** Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley that the DTC Pension Plan is amended by the DTC Board of Directors to add Section 2.3 as presented.

*Discussion:* Attorney Michael VanOverbeke, Esq. stated that when dealing with the employment of retirees make sure that there is truly a bona fide separation of employment because we can run into a lot of internal revenue code and in-service distribution issues. He cautioned that while this is in place it is truly for the ability to bring back an individual who is truly retired, not just decided they're going to start working part-time.

**VOTE:** All in attendance voted in the affirmative.

## 5. Resolution Authorization to purchase Surplus Assets from Toronto Transit Commission (TTC)

**MOTION:** Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley that the General Manager shall be and is hereby authorized, empowered, and directed by the DTC Board of Directors on behalf of the Corporation to negotiate and enter into an agreement(s) to purchase surplus assets for the Detroit People Mover system from the Toronto Transit Commission (TTC) for a total cost of up to \$1,000,000 plus associated shipping costs to bring the items to Detroit.

Discussion: Mr. Robert Cramer stated that the Toronto Transit Commission runs several different types of transit including buses, street cars, and subway, and that they also have a particular service which was called the Scarborough Line. He stated that it's an elevated rail system, a sister system to the People Mover, and was built with the same Thales ATC technology, the same Bombardier Mark 1, 40ft rail vehicles, and track features, but mostly an elevated system. Toronto, who up until recently had plans to continue to run the service through the 2030s completed a major end-of-life extensive overhaul on their rail vehicles that stripped them down to the frame, rebuilt components, floor seats, electrical systems, and doors. Everything was rehabilitated with the intent of having a certified vehicle that could be run well into the future.

He stated that right after they were done with the rehabilitation TTC had a change of heart as far as their long-term plans. They approved and confirmed plans to build a new subway line that goes through the alignment of the Scarborough Line and was projected to open in 2030. He stated that while the rail vehicles have been rehabilitated they had quite a bit of investment that they were coming up against as far as the actual track and guideway. They made the decision rather than make those investments that they were going to shut down the system and decommission it and they're going to have some BRT that mimics that service for the years while they wait for the subway to come online through that area.

Mr. Robert Cramer stated that through Mr. Ernie Latham, Deputy General Manager, we have had a close relationship with the Toronto system for a long time, a two-way relationship where we shared information, supplies, parts, technical analysis, late-night commiserating, and troubleshooting. He stated that they reached out to us to let us know that this is an opportunity and looking to see if we might be able to use some of their surplus assets because there aren't any other systems that would be able to take advantage of them. He stated that Vancouver also has a very similar system but they've already gone through upgrades of their ATC equipment, and that they're trying to also retire the last of these original cars therefore they're not interested.

Mr. Cramer stated that we've been talking with them to get a better idea of what it is they have that they're looking to dispose of. We made one in-person visit and looked through a sampling of the types of things they had. He stated that we took a look at their rail vehicles and have been in the process of trying to get to the point where we can enter into some agreements and line these items up to be transferred over. He stated that so far we purchased tachometers and the total cost was Three Thousand Dollars (\$3,000). He stated that this is not anything that would rise to the level of the Board approval or purchase but for comparison. He stated that we got 11 tachometers for Three Thousand Dollars (\$3,000) and the last time that we purchased tachometers from Thales, who is the OEM, in 2018 we paid over Five Thousand Six Hundred Dollars (\$5,600) a piece which puts in context the value that we can get from purchasing these surplus parts, tools, equipment, rail pieces, switch components and up into including entire rail vehicles.

Mr. Cramer stated that we are asking the Board to authorize the ability for DTC to negotiate and enter into agreements, purchasing as much of the item, as we can. He stated that this is a preemptive authorization to allow us to move on these items realizing the value and opportunity that's there. He stated that before we purchase anything we're able to inspect it and verify and that additional in-person visits are going to be part of this as well. He stated that we're asking for a blanket authorization to spend up to One Million Dollars (\$1,000,000) for the total purchase price. He explained that the categories we have are ATC equipment, spare parts equipment, rail vehicle spare parts, inventory tools and support equipment, track components, rail switches sensors, hardware, and also complete MK1 rail vehicles.

Mr. Cramer stated that our current fleet was built with 12 vehicles and they have over 20 that have been rehabilitated. If we can reach an agreement and all of these items can fit within that authorization level, we intend to be able to get enough rail vehicles to replace our fleet with these vehicles. He stated that from a funding perspective, the One Million Dollars (\$1,000,000) would need to include the cost of shipping the items to Detroit which would amount to over a million dollars and would be paid for with local funds, our current city subsidy. He stated that at a minimum we would be able to accelerate some of the draws from our COVID relief funds if we need to based on how the budget plays out at the end of the year. He stated that right now we're ahead of budget and that the City Council allocated Six Million Dollars (\$6,000,000) toward DTC's rail vehicle replacement costs. He stated that originally when we got that earmarked it was Six Million Dollars (\$6,000,000) we needed to match to provide as much for a competitive grant opportunity that we were not successful at, but the Six Million Dollars (\$6,000,000) is rail money that was set aside in general fund as part of a surplus. He stated that we intend to work with the City to reach an agreement that would allow us to enter into an agreement with the City to spend the Six Million Dollars (\$6,000,000) toward the purchase. He also stated that there will be some minor modifications and certification we'll need to do to the rail vehicles to the amount of Three to Five Hundred Thousand Dollars (\$300,000 - \$500,000) per vehicle once we have them.

Mr. Cramer stated that we intend to purchase and get the rail vehicles here and then hold them. He stated that once we're able to reach an agreement with the City on the Six Million Dollars (\$6,000,000) we can make the modifications and get them ready to be incorporated into the fleet. He stated that for context, Three to Five Hundred Thousand (\$300,000 - \$500,000) is what we think we would need per vehicle. He stated that it's estimated that for us to take our current vehicles and get them into the condition that those are in having being rehabbed is probably Two to Four Million Dollars (\$2,000,000 to \$4,000,000) per piece and that they're the same age so it's not trading anything off.

He stated that when you couple that with the extensive amount of spare parts and equipment, we also are confident we'll be able to extend the operating life of our whole system significantly by five to ten years at a high-value cost. He stated that this gives us more time and flexibility as we think about changing technologies, if there are going to be any changes to the footprints or the systems or the technology of our system, it lets that develop a little longer before we have to push to purchase brand new accustomized rail cars. He stated the authorization we are requesting would allow us to continue working diligently on this over the coming weeks or up to the next couple of months to make sure we can take advantage of this

Mr. Michael Staley asked what the useful life is. Mr. Robert Cramer answered that 35 years is somewhat the minimum, but it depends on how it's designed. He stated that his understanding is that these vehicles have a rehab certification that says that they should be not warranted, but the equivalents through 2030 can get you into the 2040s with a high amount of confidence.

Mr. Michael Staley asked what the cost would be if you were to purchase brand-new customized vehicles. Mr. Robert Cramer answered that it would be somewhere between Eight and Twelve Million Dollars (\$8,000,000 - \$12,000,000) as our best guess. He stated that the problem is that nobody makes them. He stated that when we were applying for a grant we went through the exercise of what's the price. He stated that the closest we could get was that Bombardier was building 65ft cars that could be modified down to 55ft but then we would have to run them one car at a time because our platforms aren't long enough and that those were in the Ten Million Dollar (\$10,000,000) range. He stated that anything else that would match our current size would have to be custom built and a lot of the economies of scale of making a production line when you're doing that for four unique cars the economics are not favorable for us.

Mr. Ernest Latham stated that we would have to find a unique car builder because none of the companies such as Bombardier will touch a four-car order. Mr. Robert Cramer stated that 400 cars was the minimum order.

Mr. John Naglick asked in the \$6,000,000 grant match if DTC's budget was included with DDOT that will be submitted in March. Mr. Robert Cramer answered that we're trying to figure out how as this is money that was set aside toward rail vehicle replacement and a one-time amount. He stated that he is trying to figure out how we would work it into our annual budget as it basically would be a one-time addition.

**VOTE:** All in attendance voted in the affirmative.

## **6. Resolution Authorization of Detroit People Mover Sponsored Zero-Fare Pilot Program for 2024**

**MOTION:** Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley that the DTC Board of Directors authorizes a Sponsored Zero Fare Pilot Program for 2024 supported by new sponsorship funds with no net negative impact on the DTC budget over the pilot period.

*Discussion:* Mr. Robert Cramer stated that this is an idea that we have been considered over the years. He stated that the QLine does not collect fares and that there are a number of other downtown circulator systems whether it's a bus, or streetcar where they have no fare. He stated that several years ago DDOT had free fare boarding if you were boarding in the downtown zone. He stated that the opportunity right now was a couple of different factors coming together and we thought this was a great opportunity to do it. First, ridership is about 41% or 42% of our 2019 ridership and there's a direct correlation that means that our fare revenue is going to be at a low point therefore offsetting that is going to be affordable. He stated that this has been run by some of our partners at the City and other agencies, testing out the idea of having a sponsored Zero-Fare Pilot Program. Mr. Cramer stated that the idea is that we're finding someone to underwrite our fares rather than saying that we're going to absorb it in our budget, is to actually find someone to offset at a minimum, and also cover some of the additional expenses we're anticipating as a result of having no fares being collected from riders.

He stated that we have what we feel are some good sponsors that are lined up. He explained that because of the timing of this our annual pass cycle ends at the end of the year and we'd have to be ready to start with new passes in January. He stated that we are seeking to launch the program with the commitment that we'll be able to secure either one month at a time or in larger chunks the outside funding that we'll need to cover the anticipated fares and also the extra expenses such as additional maintenance in janitorial for the stations, and additional cost for our

ambassadors through Securitas and Transit Police to support the additional riders that will be in the system that we're anticipating.

Mr. Cramer stated that QLine is a good success story, they right now have a higher ridership than they have ever had. Before the pandemic, they had lower ridership than they have today, and I think that their lack of fares is a big contributor, in addition to several things they've done to improve the quality and reliability of their service. He stated that we're anticipating that this will have a net positive, it's also a good time to do this based on the big events that are going to be here in the first two quarters of the year. He mentioned that we'd make it accessible and affordable for people, especially residents, who are coming downtown to participate in all of the activities around March Madness, the Draft, and the Grand Prix. He stated that removing the barrier of charging fares and navigating that system will make a huge, positive impact on the community as well.

He stated that the pilot will go through the calendar year of 2024. He stated that we are anticipating, with the rail replacement project at the end of 2024, there will be some amount of time of not running the system. He stated that we'd reconvene and come before the Board in July with the following information: performance data, rider feedback, how the revenue turned out, how ridership has been affected, and other issues with unanticipated pros or cons and then decide how we want to proceed for the next calendar year. He stated that we would then seek the Board's input and approval on how we want to proceed with modifications or changes

Mr. Michael Staley asked if the QLine has seen any increases in passenger incidents in the history of a free fare program. Mr. Cramer stated that the People Mover did not charge the first six months that we were open after the pandemic but things are still pretty quiet downtown, we didn't really see any issues. He stated that the QLine has never charged fares after the pandemic, and that the issues they're experiencing are fairly typical for a street car service, such as people riding on the train for more than one trip. He stated that DDOT, QLine, and the People Mover are talking about refreshing our Code of Conduct, making sure that we communicate to the public some of the expectations of how to use the system, make sure that it's available for everyone to use.

Mr. Michael Staley asked if there was a forecast or a ballpark figure on anticipating increasing ridership. Mr. Robert Cramer answered that he didn't put a number in there on purpose because there is a lot of analytics that can be used to try to come up with the number. He reiterated that QLine has seen a lot of success, and believes that a lot of that is tied to their new leadership's efforts to improve the quality of service and understanding of the system which are things that we're working to do as far as increasing awareness of how to use the system, and where it can take you. He stated he would call it a failure if we don't see at least a 50% increase in ridership over this year but that it wouldn't only be attributed to the zero fares.

Mr. Luke Polcyn asked if the objective is to have the first month of the pilot as early as January. Mr. Robert Cramer answered in the affirmative. Mr. Polcyn stated that it's important to start the pilot before we're into the sponsored major events. Mr. Cramer stated that the idea is to announce the program and launch it while we wait for some of the details to be worked out. He stated that we would start it in January which would give us time to work out the final details and decide. He stated that we are planning to leave the token machines in place but will wrap or cover them in a way that celebrates the pilot, adds color, and some life. He also stated that there may be some wayfinding added to the stations, and covering up the coin slots on the faregates to get the word out. He stated that once we have the sponsors, we'll have a bigger fanfare that talks about the pilot and the sponsor(s) we have lined up.

Mr. John Naglick expressed concern about people taking residence on the system and riding the system endlessly. Mr. Robert Cramer stated that there are specific ordinances that were created when the People Mover was built about trespassing and conduct. He stated that there is an idea of having a business card that has those policies that we can hand out to people we see such as somebody riding around five to six times, we can have security or Transit Police hand them a card that has the policy on it. He stated that we can make a lot of progress with education and supporting the people who are experiencing the system. He also stated that one of the advantages we have is finishing up the upgrading of all of our security cameras and will have good coverage on all of our square footage. Mr. Cramer stated that we have doors that lock, and lights and because it is a loop from our Control Center and Transit Police, you can get to any corner of the system within 5 to 10 minutes.

**VOTE:** All in attendance voted in the affirmative.

**7. Resolution Authorization to enter into an agreement to extend Power Washing Services**

**MOTION:** Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley that the General Manager shall be and is hereby authorized, empowered, and directed by the DTC Board of Directors on behalf of the Corporation to extend the existing purchase contract for two (2) months, to maintain janitorial services not to exceed Sixty Thousand Dollars 00/100 (\$60,000.00), for a contract period of two (2) months.

Discussion: Mr. Robert Cramer stated that we received bids in the procurement process, but we have not finished our evaluation and have our recommended vendor ready. He stated that the contract expires at the end of December and that we needed to keep the services going. He stated that Miles Power Washing agreed to their current terms for two more months. He also stated that we would come back in January with the next full contract recommendation.

**VOTE:** All in attendance voted in the affirmative.

**8. Resolution Authorization to enter into an agreement to provide Payroll Management Service**

Discussion: Mr. Robert Cramer stated that this is a service agreement for a payroll and human resource information system we put out for RFP and received two proposals, ADP and Paylocity. He stated that based on the evaluation, Paylocity rose to the top and is our recommended vendor. He stated that this allows us to streamline, update, and improve relatively simple tasks, but is critical to support the employees including electronic payroll, time/attendance, and web-based access as well as an important piece that HR has that allows us to interface with all of those. He stated that this will help us track things like training and communications with staff.

Mr. John Naglick stated that their General Retirement System installed Paylocity and had to uninstall it. He stated that it caused one problem after another and it messed up W2 files to the IRS. He, as the Chair, suggested tabling the resolution and having DTC talk to the retirement system about what happened with them and Paylocity. Mr. Naglick stated that Attorney Michael VanOverbeke is also the attorney for the retirement group and can tell you that the retiree nation was not happy when their paychecks didn't work and files to the IRS didn't work. Attorney Michael VanOverbeke confirmed Mr. Naglick's statement regarding the Paylocity issue.

It was motioned by Mr. Luke Polcyn to bring the resolution back to the Board at the next meeting and supported by Mr. Michael Staley.

**MOTION:** The resolution was tabled until the next Board Meeting

**VOTE:** All in attendance voted in the affirmative.

Before moving to the next item, Mr. John Naglick requested to go back to the previous item regarding the free fare program. He stated that he thought the revenue from ridership that year \$50,000 was high and asked if there was a revenue paid from ridership in the Quarter of a Million Dollar range for the full year last year. He stated that it's not a large number to have to offset, it doesn't create a huge hole in the budget or create other operational problems. Mr. Robert Cramer stated that there's a big distinction between something like this for us or QLine versus for SMART or DDOT where you are talking about millions of dollars needed to cover or discount the fare. He stated that it's easier for us to find someone to cover them and we have some good prospects based on the value we can have as far as the publicity and the advertising that they'd be able to get, but it's a relatively low number.

Mr. Michael Staley stated there was an estimate a few years ago when DDOT was deciding on when they were going low fare or free fare, it was over \$9,000,000 (Nine Million Dollars).

Mr. Robert Cramer stated if this doesn't work out we're probably looking at four or five million dollars to replace all of the items, which includes the systems, faregates, and token machines. He stated that right now we're up against the point where we have to make a major investment if we're going to continue collecting fares

## **9. Resolution Authorization to enter into an agreement to Dismount, Qualify, and Remount the Wheel Sets of our Vehicles**

**MOTION:** Moved by Mr. Luke Polcyn and supported by Mr. Michael Staley that the General Manager shall be and is hereby authorized, empowered, and directed by the DTC Board of Directors on behalf of the Corporation to enter into a purchase agreement with ORX totaling in the amount not to exceed One Hundred Thirty-Six Thousand Five Hundred and Fifty-Six 00/100 Dollars (\$136,556.00).

Discussion: Mr. Ernest Latham stated that this is for a contract with ORX to re-profile and also assemble wheel sets for the vehicles. They true the wheels, break the wheels down, inspect the bearings, and put the wheel sets back together so that we can have them for spare for the fleet.

Mr. Luke Polcyn asked would this contract be necessary or could it be captured by some of the cost that we were anticipating for the work that we were going to do on the cars between the \$300,000 and \$500,000 each.

Mr. Ernest Latham answered stating that the wheel profiles, even if we picked up wheels from TTC, we're going to have to re-profile because their profile for their running rail is slightly different from ours and they also use a slightly different wheel. He stated that we use a hardened wheel because of the 36 curves and if they haven't transitioned to a hardened wheel we would go through their wheels and probably about 30 days. He stated that it would still save us because we have some wheel stock at ORX and we would have more and queue. He stated that it'll be less disassembly, they'll be more truing, and re-profiling, but less on the back end with taking wheels of disassembling and assembling wheel sets

Mr. Michael Staley asked how often the wheels are changed. Mr. Ernest Latham explained that it depends on how much we run. He stated that usually to keep the noise down we like to go every year and a half at max, but if we can get them going faster than that, a year is great but try to go like a year and a half

Mr. Michael Staley asked about the number of wheels per car. Mr. Ernest Latham stated that there are eight wheel sets.

**VOTE:** All in attendance voted in the affirmative.

## **15. General Manager's Report:**

### NFL Draft Projects:

Mr. Robert Cramer stated that we're going to be installing some hollow lighting that's still mostly on track, the stage technology project is still on track to have the screens kiosks, cameras, and PA system all installed. He stated that we have a backup plan in case there is any delay with the kiosks being calibrated, and that if we installed them we can show a static image. He stated that the kiosks are interactive touch screens and that the worst case would be the kiosks are up and we have static electronic images that can provide changeable information but won't have that full capability and functionality in place.

Mr. Michael Staley inquired about increased demand for the three or four days of the Draft. Mr. Robert Cramer stated that our goal is to have four trains running which gives us an incredible amount of capacity so we don't think that we'll have any issues with that. He stated that the worst case is leaving people at the platform and the next train is there within three or four minutes. Mr. Cramer stated that there could be a couple hundred thousand, or it could be six or seven hundred thousand that are coming downtown, but so far the post-pandemic events have been a little bit tamer than they were in the past. He stated that events such as Auto Show, Grand Prix, and Youmacon have not been quite as congested, but is interested to see with this one because as we're learning more about the operation before you get to people visiting or attending, you already have hundreds if not thousands of staff people, the players, their families, the media, and the event sponsors. He stated that there are already going to be thousands of people downtown just to put on the production and people on top of that. He stated that we think it's going to have a pretty strong ridership, probably for the whole week not just the three days.

Mr. Michael Staley stated that there are concerns expressed mainly disruptions with DDOT and SMART. Mr. Robert Cramer stated that we had to follow up with SMART on the line right before this meeting to coordinate the model that we've been using that DDOT has taken advantage of for a number of years, which is for Thanksgiving when that spine is closed through downtown, use the Bricktown Station as an eastside temporary transit hub. Mr. Cramer stated that he assumes it's going to end up with something similar to that because there's going to be no opportunity for buses to get from one side of downtown to the other, potentially for weeks but certainly at least for the event week. Mr. Cramer stated that the free fare helps iron that process out and also makes it important that we can get up to four trains running so we can keep that capacity going.

Mr. Luke Polcyn stated that this would be a good time to incorporate a temporary app for SMART to incorporate.

Mr. Robert Cramer answered that DDOT has used it for Thanksgiving so they (SMART) would use it as well but it could function similarly for SMART if they're bringing in the Gratiot Fast or eastside routes they could use that as a spot where there's space for the buses to lay over, turn around, there's space for people to access the station there and from that point, it's only two blocks over to the Campus Martius or the edge of Cadillac Square. So, even if they're not getting on the People Mover it's still a good spot for people to get over

Mr. Luke Polcyn mentioned that Rosa Parks is still operating and will be a good spot for people to get between the two. Mr. Ernest Latham stated that Fort/Cass is easy to move around Fort Street and move the busses around easily and also the parking lot behind it.

#### DTC Brand Refresh:

Mr. Cramer presented a slide show displaying the new branding for DTC.

Mr. Robert Cramer stated that we have finished the brand refresh of the People Mover. He stated that we hired the firm Crystal Cranes and they have been helping us. He stated that the goal is that we are not reinventing or changing the name but that we are bringing our materials up to date and having them to be consistent. He stated that there are multiple different logos, color schemes, and fonts depending on which angle you're looking at something. He stated that we're going to be using some brighter colors, thinking about more energy, excitement, and invisibility. He also stated that this gives us a fresh look for business cards, stationary, and social media

#### Ride with Santa Event:

Mr. Cramer stated that we had a Ride with Santa this past Friday and Saturday which was an opportunity to kind of you see the customized logo for the holiday season. He stated that this was our largest sponsored Facebook event and we had over 2,000 people indicate that they were interested in attending. He stated that we had a lot and that a lot of families came down and had a chance to get their picture with Santa either at the Grand Circus Park Station or on the train. He stated that a lot of present staff put a lot of effort into the event, in particular Madonna and Ericka from Marketing and Communications who did a great job.

Mr. John Naglick asked for an update on the audit. Mr. Robert Cramer stated that provide our final audit for Mr. Robert Cramer stated that we had finished our final audit for the fiscal year 2023. Mr. John Naglick stated that the audit had been done on time with a lot of hard work from Ms. Karen Foster and staff, including Mr. Robert Cramer.

#### **16. Public Participation**

Mr. Colin Handzinski stated that to his knowledge he believed that when the Toronto system was installed even though they used the same trains, they were not driverless. He stated that he was not sure if that is still the case to this day or if it is covered by our conversion cost when getting them to make them automated again.

He stated that he is a huge advocate for the fare free but he thinks it would be confusing if we did a month-to-month. He suggested that we do a brand refresh by selling the naming rights to the system for example, Scandinavian Air Skyway or the Stellantis Skyway, and that there can be logos. Looking at other systems such as the Cincinnati QLine, a few years ago sold their naming rights for approximately \$700,000 a year, but may have been closer to \$500,000.

He asked with the change to the Capital Agenda, as well as the potential cost of new faregates, could the money be directed elsewhere if we're just going to use the faregates perhaps in perpetuity is more just passenger counters if maybe we do have funding to not charge anymore could that money be directed for half height platform screen doors. He stated with the half-height

platform screen doors you don't have to police people hanging over the edge. He stated that they're about 5 ft. tall they don't prevent someone from crawling over the wall if they really want to, but it's a lot more difficult.

He stated that as far as the payroll contract he asked if we could get into an agreement with the OCFO payroll department and have DTC employees on UltiPro.

Mr. Colin Handzinski also stated that the QLine September ridership was recently revised up to 103,000 and while that was the highest post-COVID it has been exceeded 13 times before COVID but it is the highest rate of stats in August of 2019.

Mr. Robert Cramer stated that Toronto does have the same driverless system as us and also has operator caps which are the same manual controls that we have in a little cabinet. He stated that they have a seat in a window and a windshield wiper, but it's the same manual controls that you have to have for a driverless system but it still is fully driverless. He stated that it wouldn't require any additional conversion, but would provide a more comfortable way when our maintenance staff has to operate them manually.

Mr. Cramer stated that for the fare program, the idea is to get sponsorships on a month-to-month basis, but the pilot is going to be for the whole year, so it's going to be up to us to make sure we can make the sponsorship amounts balance out the budget the way we need to but we would not do an on-off guess which month we're going to charge. He stated that we're committed now that all of 2024 will be zero fare and we'll make the sponsorships line up to cover that.

Mr. Cramer stated that the brand refresh sets us up for a lot of opportunities and could gear us up for naming rights in the future. He stated that when you improve the materials, the appearance, and the experience, that those are all things that make you more attractive for someone to want to support you whether it's through the fare subsidy, naming rights, station naming, etc.

Mr. Cramer stated that regarding the faregate bill that we talked about, there are plenty of other things that are unfunded that we need to spend that money on that if we were able to do this in perpetuity the faregates would be turnstiles. He stated that the maintenance there is very minimal, all of the pieces that are in there, we just need to make sure that the arms don't fall off so that they can keep counting people while walking through.

Mr. Cramer stated regarding the QLine, 100,000 for one month is quite a bit higher than our system but believes that we can get to that number and that the zero Fair will help us get there.

## **17. Adjournment**

### **MOTION TO ADJOURN:**

**MOTION:** Moved Mr. Luke Polcyn, and supported by Mr. Michael Staley, to adjourn the meeting at approximately 4:03 p.m.

**VOTE:** All in attendance voted in the affirmative.

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**John Naglick, Corporation Secretary**



**BOARD OF DIRECTORS MEETING AGENDA  
January 25, 2024 – 4:00 P.M.**

**Call to Order/Opening Remarks**

<u>Tab No.</u>	<u>Agenda Item</u>	<u>Action</u>
1.	Agenda	Approval
2.	Minutes from December 12, 2023 Board Meeting	Approval
3.	Cleaning Services  <i>Proposed new contract for periodic interior and exterior station cleaning services across Detroit People Mover system.</i>	Approval
4.	Application for State Funding Assistance (Act 51)  <i>Proposed resolution detailing estimated funding levels for FY 2025 funding requests, as required by the State of Michigan.</i>	Approval
5.	PTASP Language Update  <i>Proposed updated Public Transportation Agency Safety Plan (PTASP) to incorporate additional, updated language as part of our mandatory annual update.</i>	Approval
6.	Procurement Manual Changes  <i>Proposed updated Procurement Manual to incorporate additional, updated language related to PTASP as part of our annual update, and regarding Disadvantaged Business Enterprises (DBE) in response to our 2022 Triennial Review corrective action.</i>	Approval
7	Train Wrap Service  <i>Proposed purchase order related to train wraps for Detroit People Mover advertising partners.</i>	Approval
8.	Station Platform Edge (Nosings)  <i>Proposed purchase of custom rubber platform edge nosings to facilitate repair and replacement at stations.</i>	Approval
9.	General Manager's Report <ul style="list-style-type: none"><li>FTA ECHO Draw Spot Check Report</li><li>Draft Key Performance Indicators (incl ridership YTD)</li><li>Administrative Office Relocation Update</li><li>1259 Broadway Excess Property</li></ul>	Information
10.	Public Participation	Information
11.	Adjournment	Approval



**DATE:** January 25, 2024

**TO:** DTC Board of Directors

**FROM:** Robert Cramer, General Manager

**SUBJECT:** Resolution of Intent to Apply for Financial Assistance for Fiscal 2025 Under Act 51 of the Public Act of 1951, as amended

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**Action Requested**

The General Manager requests the adoption of the requisite resolution supporting the DTC's application to the State of Michigan for State Act 51 funds for Fiscal Year 2025.

**Summary of Request**

The attached resolution is a requirement of the Michigan Department of Transportation for eligible transportation agencies to receive Act 51 operating assistance. The DTC's budget assumes \$7,584,042 in State Act 51 monies for the upcoming fiscal year. These funds are essential to the ongoing operation of the Detroit People Mover system.

**Recommendation**

The General Manager recommends the DTC Board of Directors approve the attached resolution for submittal to the Michigan Department of Transportation to secure State Act 51 local bus operating assistance for the ongoing Detroit People Mover operation.

**Attachment:**

DTC Board Resolution

**DETROIT TRANSPORTATION CORPORATION RESOLUTION OF INTENT TO APPLY FOR  
FINANCIAL ASSISTANCE FOR FISCAL YEAR 2025 UNDER ACT 51 OF THE PUBLIC ACT  
OF 1951, AS AMENDED**

At a regularly scheduled meeting of the Board of Directors of the Detroit Transportation Corporation ("Corporation" or "DTC"), a Michigan Public Body Corporate, in the City of Detroit, City of Wayne, on the 25th day of January, at 4:00 p.m., local time, pursuant to the notice duly given.

**Present Members:** \_\_\_\_\_

**Absent Members:** \_\_\_\_\_

The following preamble and resolution were offered by Member: \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the DTC was created and organized pursuant to Act 7, Public Acts of Michigan, 1967, as amended and pursuant to the express authorization provided in the Interlocal Agreement dated October 3, 1985, effective October 4, 1985, executed by and between the Southeastern Michigan Transportation Authority and the City of Detroit; and

**WHEREAS**, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the DETROIT TRANSPORTATION CORPORATION, (hereby known as THE APPLICANT) established under Public Act 7, to provide a local transportation program for the state fiscal year of 2025 and, therefore, apply for state financial assistance under provision of Act 51; and

**WHEREAS**, it is necessary for THE APPLICANT, the DTC, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

**WHEREAS**, it is necessary to certify that no changes in eligibility documentation have occurred during the past fiscal year; and

**WHEREAS**, THE APPLICANT/DTC has reviewed and approved the proposed balance (surplus) budget and funding sources of estimated federal capital improvements of \$2,112,934; estimated state matches of \$528,234; estimated state operating assistance of \$4,942,874; estimated local funds of \$7,276,120 (including a City of Detroit operating subsidy estimate of \$6,500,000 and revenues including, (1) SEMCOG Data Collections (\$76,120) and (2) Advertising/Other (\$700,000)); and a total estimated operating expense of \$14,600,000.

**NOW, THEREFORE, BE IT RESOLVED**, that THE APPLICANT/DTC hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

**BE IT RESOLVED**, that the DTC Board of Directors hereby appoints Robert Cramer, DTC's General Manager, as the Transportation Coordinator, for all public transportation matters on behalf of the Detroit Transportation Corporation, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for FY 2025.

**YEAS:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated this 25th day of January 2024.

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**Mr. John Naglick, Corporation Secretary**

# Detroit Transportation Corporation

## FY 2025 STATE ACT 51 FUNDING ESTIMATES Effective: 12/11/23

### CAPITAL IMPROVEMENT REQUEST

Funding Source		Federal (80%)		State Match (20%)		STIP Total
5304 - Service Development & New Technology	\$	200,000	\$	50,000	\$	250,000
5307 - Urban Formula	\$	518,041	\$	129,510	\$	647,551
5337 - State of Good Repair	\$	1,394,894	\$	348,723	\$	1,743,617
<b>CAPITAL ASSISTANCE ESTIMATE:</b>	<b>\$</b>	<b>2,112,934</b>	<b>\$</b>	<b>528,234</b>	<b>\$</b>	<b>2,641,168</b>

### STATE OPERATING REQUEST

Local Bus Operating (LBO)		Total
Total Eligible Expenses	\$	14,600,000
UA Formula %	\$	<b>0.338553</b>
<b>Total LBO Assistance</b>	<b>\$</b>	<b>4,942,874</b>

Payback		Total
	\$	-
<b>Total Payback</b>	<b>\$</b>	<b>-</b>
<b>NET STATE ASSISTANCE ESTIMATE:</b>	<b>\$</b>	<b>4,942,874</b>

**TOTAL APPLICATION REQUEST: \$ 7,584,042**

### LOCAL REVENUE SOURCES

Funding Source		Total
City of Detroit Subsidy	\$	6,500,000
DDOT Transit Security Srvc.	\$	-
M-1 Rail Transit Security Srvc.	\$	-
SEMCOG Data Collections	\$	76,120
Farebox Revenue	\$	-
Advertising	\$	700,000
<b>LOCAL REVENUE ESTIMATE:</b>	<b>\$</b>	<b>7,276,120</b>

**FY2025 - ESTIMATED CAPITAL, STATE AND LOCAL FUNDING ASSISTANCE: \$ 14,860,162**



**DATE:** January 25, 2024

**TO:** DTC Board of Directors

**FROM:** Robert Cramer, DTC General Manager  
Herbert Harris, DTC Safety Manager

**SUBJECT:** Approval of Updated DTC Public Transportation Agency Safety Plan (PTASP)

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**Recommendation:**

The DTC Board approves the updated DTC Public Transportation Agency Safety Plan (PTASP), authorizing the Board Chairperson to sign the policy statement page as required by regulations. The Safety Manager will periodically update the Board on safety programs and any subsequent updates to the PTASP.

**Discussion:**

On July 19, 2018, FTA published the PTASP final rule, which requires certain operators of public transportation systems that receive federal funds under FTA's urbanized area formula grants to develop safety plans that include the processes and procedures to implement safety management systems (SMS).

Working with our State Safety Oversight team, DTC updated and received approval for the attached current PTASP. The plan has also been reviewed and approved by our Safety Committee, which supported the signature of DTC Safety Manager Herb Harris and signature of DTC GM Robert Cramer.

The changes to the plan are limited to an updated review and approval by the Joint Labor Management Safety Committee, the inclusion of newly required Risk Based Inspections (RBI), and the inclusion of standard PTASP language to include in all FTA-funded solicitation documents and contracts related to vendor and project safety.

The Board's approval of the updated plan is the final step, and would authorize the Board Chairperson to complete the required signature prior to the January 31, 2024 deadline.

**RESOLUTION AUTHORIZATION FOR  
APPROVAL OF PUBLIC TRANSPORTATION AGENCY SAFETY PLAN**

At a regularly scheduled meeting of the Board of Directors of the Detroit Transportation Corporation ("Corporation" or "DTC"), a Michigan Public Body Corporate, in the City of Detroit, City of Wayne, on Thursday, January 25, 2024, at 4:00 p.m. local time, pursuant to the notice duly given.

**Present Members:** \_\_\_\_\_

**Absent Members:** \_\_\_\_\_

The following preamble and resolution were offered by Member: \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the DTC, was created and organized pursuant to Act 7, Public Acts of Michigan, 1967, as amended and pursuant to the express authorization provided in the Interlocal Agreement dated October 3, 1985, effective October 4, 1985, executed by and between the Southeastern Michigan Transportation Authority and the City of Detroit; and

**WHEREAS**, on July 19, 2018, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS); and

**WHEREAS**, DTC has created and updated the plan consistent with regulations and secured the approval of State Safety Oversight office for the most recent set up plan updates; and

**WHEREAS**, the General Manager and Safety Manager will provide periodic updates to the Board of Directors on safety programs and future updates to the PTASP; and

**NOW THEREFORE BE IT RESOLVED**, that the DTC Board of Directors approves the PTASP and authorizes the Board Chairperson to sign the required signature page.

**YEAS:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**  
Dated this 25<sup>th</sup> day of January 2024.

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**John Naglick, Corporation Secretary**



**DATE:** January 25, 2024

**TO:** Robert Cramer, General Manager

**FROM:** Michael Anderson, Jr., Procurement Manager

**SUBJECT:** Train Wrap Service

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**Action Requested:**

The DTC Board is being requested to authorize the General Manager to enter into a service agreement with IM Branded for an amount not-to-exceed Thirty-Five Thousand Dollars (\$35,000.00) to pay for DTC-funded train wraps and decals including their installation on the trains.

**Summary of Issue:**

The Detroit Transportation Corporation, DTC, has been using IM Branded services for the custom vinyl train wraps since June 2023.

In March 2023 quotes were being solicited from companies who performed custom vinyl installations. Based on the department's needs, IM Branded was identified as the lowest responsive quote. As reported, companies previously used by the People Mover were not competitive in their pricing, in addition to the fact that their service was found less than professional. IM Branded is a national leading manufacturer specializing in architectural millwork and large-format graphics across multiple industries including retail, hospitality, automotive, and finance.

The value of the engineered vinyl wraps has not only elicited positive attention and approval from our patrons and City officials but this marketing opportunity has generated revenue for DTC for additional advertisement from local businesses. In many cases, DTC works with advertisers to collect an advertising fee for the external train wraps and has the advertiser pay for the vinyl wrap and installation directly with an approved DTC vendor. Occasionally, DTC wraps the trains directly, either as part of special marketing and PR efforts, or as part of the Downtown Icon advertising effort (DTC wraps base train, and then sells pre-set space for business logos on set locations that can be swapped out each month).

This authorization is related to two such wraps: the recent bright blue Icon train, which also included decals related to the "Ride with Santa" event, holiday season, and Buddy's Pizza logo decals, and the next anticipated re-wrap of the Icon train after the NFL Draft and Grand Prix are completed (June/July timeframe). The total for these items is \$35,000.00. Other wraps related to specific advertisers or sponsorships will be paid directly by the sponsor/advertiser, as necessary.

**Funding Source:**

Detroit Transportation Corporation Operating Funds.

**RESOLUTION AUTHORIZATION TO ENTER INTO AN AGREEMENT  
TO PROVIDE CUSTOM DESIGNED VINYL WRAPS**

NAICS CODE: 337212

At a regularly scheduled meeting of the Board of Directors of the Detroit Transportation Corporation ("Corporation" or "DTC"), a Michigan Public Body Corporate, in the City of Detroit, City of Wayne, on January 25, 2024, at 4:00 p.m. local time, pursuant to the notice duly given.

**Present Members:** \_\_\_\_\_

**Absent Members:** \_\_\_\_\_

The following preamble and resolution were offered by Member: \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the DTC was created and organized pursuant to Act 7, Public Acts of Michigan, 1967, as amended and pursuant to the express authorization provided in the Interlocal Agreement dated October 3, 1985, effective October 4, 1985, executed by and between the Southeastern Michigan Transportation Authority and the City of Detroit; and

**WHEREAS**, Our Marketing/Communication Department can improve and enhance DTC's image and capabilities with IM Branded; and

**WHEREAS**, IM Branded is a national leading manufacturer specializing in architectural millwork and large format graphics and provided the lowest quote for vinyl wrap and installation; and

**WHEREAS**, This format of advertising will likely yield a positive rate of return with the many events scheduled near the downtown area; and

**WHEREAS**, this vendor's capabilities has proved advantageous to our organization, as DTC does not have the personnel or resources to provide.

**NOW THEREFORE BE IT RESOLVED**, that the General Manager shall be and is hereby authorized, empowered, and directed by the DTC Board of Directors on behalf of the Corporation to award a contract to IM Branded for an amount not-to-exceed Thirty-Five Thousand Dollars (\$35,000.00) for vinyl train wrap and installation services.

**YEAS:** \_\_\_\_\_  
**NAYS:** \_\_\_\_\_  
**ABSTENTIONS:** \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**  
Dated this 25th day of January 2024.

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John Naglick, Corporation Secretary



**DATE:** January 25, 2024

**TO:** Robert Cramer, General Manager

**FROM:** Michael Anderson, Jr., Procurement Manager

**SUBJECT:** Purchase Station Platform Edge Nosings

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**Action Requested:**

The DTC Board is being requested to authorize the General Manager to award a purchase order to F. B. Wright Company to procure 34 pieces of 10 foot station platform edge nosings at a cost of **\$45,050.00** USD.

As these are specialty items fabricated locally, this request is a sole-source procurement.

**Summary of Issue:**

The station platform edge nosings provide a safe edge for patrons exiting the trains onto the platforms. These nosings need to be replaced periodically for the safety of the patrons exiting the trains and to avoid trip hazards. A field survey of all stations found that twenty-eight 10 ft. sections show signs of wear and tear and/or warping and need replacement. The station platform edge nosings are a specialty item previously fabricated locally by F. B. Wright Company in Dearborn, Michigan. The remaining nosings will be placed in DTC Stores leaving Maintenance with a 19% stockpile of this long lead time item. The lead time is 7-9 weeks.

**Funding Source:**

The Detroit Transportation Corporation Maintenance Budget for Fiscal Year 2024.

**Recommendation:**

The Detroit Transportation Corporation request the Board of Directors to authorize the General Manager to enter into an agreement with F.B. Wright of **Forty-Five Hundred and Fifty 00/100 Dollars \$45,050.00**.

**RESOLUTION AUTHORIZATION TO ENTER INTO AN AGREEMENT  
TO PROCURE STATION PLATFORM EDGE NOSINGS**

NAICS CODE: 221122

At a regularly scheduled meeting of the Board of Directors of the Detroit Transportation Corporation ("Corporation" or "DTC"), a Michigan Public Body Corporate, in the City of Detroit, City of Wayne, on Thursday, January 25, 2024, at 4:00 p.m. local time, pursuant to the notice duly given.

**Present Members:** \_\_\_\_\_

**Absent Members:** \_\_\_\_\_

The following preamble and resolution were offered by Member: \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, the DTC, was created and organized pursuant to Act 7, Public Acts of Michigan, 1967, as amended and pursuant to the express authorization provided in the Interlocal Agreement dated October 3, 1985, effective October 4, 1985, executed by and between the Southeastern Michigan Transportation Authority and the City of Detroit; and

**WHEREAS**, it is necessary that the DTC maintain its equipment, in order to sustain safe and operable vehicles; and subsystems

**WHEREAS**, the Station Platform Edge Nosings are unique fabrications by F.B. Wright and are being purchased using a sole-source procurement; and

**WHEREAS**, in order to replace and continue with providing safe and reliable public transportation services; and

**WHEREAS**, F.B. Wright submitted their quote totaling in the amount of \$45,050.00 for thirty-four (34) pieces of 10 foot platform edge nosings.

**NOW THEREFORE BE IT RESOLVED**, that the General Manager shall be and is hereby authorized, empowered and directed by the DTC Board of Directors on behalf of the Corporation to issue a purchase order to F.B. Wright Company to procure station platform edge nosings in the amount of **Forty-Five Hundred Fifty and 00/100 Dollars \$45,050.00**.

**YEAS:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSTENTIONS:** \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**  
Dated this 25th day of January 2024.

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**John Naglick, Corporation Secretary**